Applying an advanced filter

An advanced filter has a structure similar to a standard filter. The difference is that the advanced filter arguments are not entered in a dialog. Instead, filters can be entered in a blank area of a spreadsheet, then referenced by the filter dialog to apply the filters.

1) Select a cell range in the spreadsheet.

2) Go to **Data > More Filters > Advanced Filter** on the Menu bar to open the Advanced Filter dialog (Figure 66).

3) In *Read Filter Criteria From*, select the named range, or enter the cell range that contains the filter criteria that you want to use.

4) Click **OK** to carry out advanced filtering and close the dialog. Any records that match the filter criteria and options that you specified are shown.

> ✅ **Note**
>
> The options for advanced filtering are the same as those used for standard filtering, see "Applying a standard filter" on page 88 for more information.
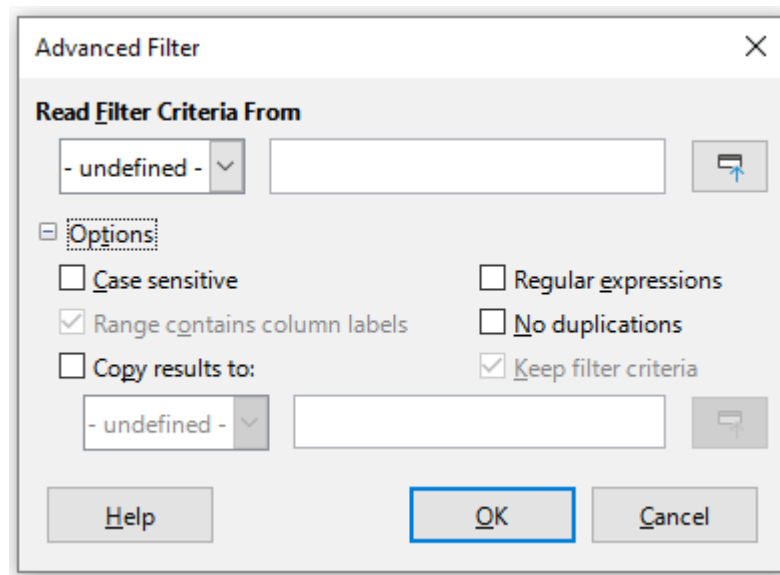

Figure 66: Advanced Filter dialog

For an example of an advanced filter, see the Help page entitled "Filter: Applying Advanced Filters".

Sorting records

Sorting within Calc arranges the cells in a sheet using the sort criteria that you specify. Several criteria can be used and a sort applies each criteria consecutively. Sorts are useful when you are searching for a particular item and become even more useful after you have filtered data.

Also, sorting is useful when you add new information to a spreadsheet. When a spreadsheet is long, it is usually easier to add new information at the bottom of the sheet, rather than adding rows in their correct place. After you have added information, you can then sort the records to update the spreadsheet.

Sort dialog

To sort cells in a spreadsheet using the Sort dialog:

1) Select the cells, rows, or columns to be sorted.